turnitin®

Turnitin Blackboard® Integration Administrator User Manual

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Introduction

Welcome to the Turnitin Blackboard Integration Manual. The Turnitin Building Block extension gives users of the Blackboard Learning System the ability to use Turnitin products within their Blackboard interface. Turnitin provides plagiarism prevention services, class management and peer review tools, and paperless digital grading products to educational institutions around the world.

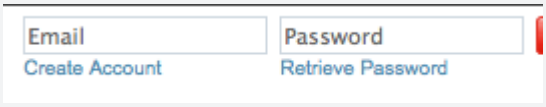
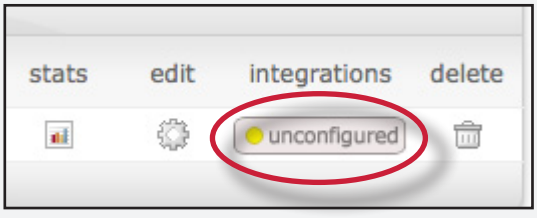
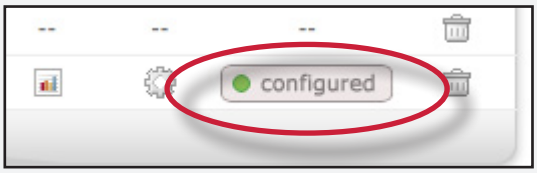
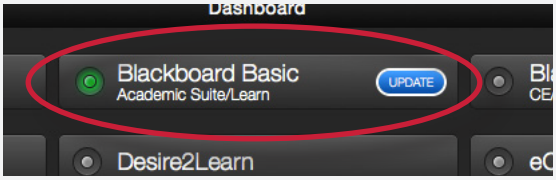
The Turnitin Building Block is currently compatible with the Blackboard Learning System Enterprise editions 6.1, 6.2, 6.3, 7.0, 7.1, 7.2, 7.3, 8.0, and 9.0.

This chapter of the integration manual provides step by step instructions for the installation of the Turnitin Building Block into a compatible Blackboard system.

Note: Users of the Blackboard 7.2, 7.3 and 8.0 and above may have to restart the Blackboard application or server for the building block to begin functioning.

Downloading the Turnitin Building Block

The Turnitin administrator must first configure the Blackboard integration before the Turnitin Building Block can be downloaded and installed. The account administrator should log into their Turnitin account at www.Turnitin.com.

To configure and download the Blackboard Basic code package, follow these steps:	
1. Log in as the Turnitin account administrator at the Turnitin homepage http://www.turnitin.com	
2. Click on the integrations button for the account. If purchased the *unconfigured* button will appear under the integrations column. If the integration has already been configured click on the *configured* button and skip to step 6. If the integration has not been configured click on the unconfigured button	 
3. Click on Blackboard Basic to open up the configuration page. Unconfigured platforms will have an unlit status button. Yellow status buttons indicates a partially configured integration. The green status button indicates a fully configured integration	

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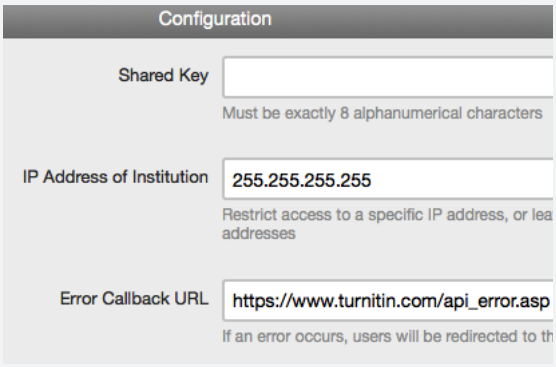
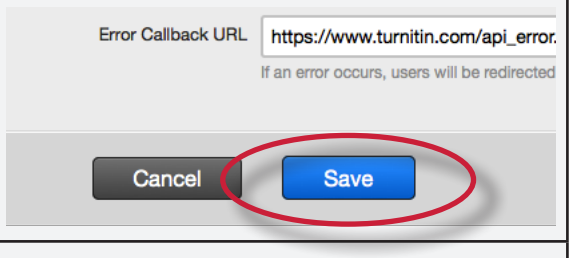
To configure and download the Blackboard Basic code package, follow these steps:	
4. Fill out the three required fields: • create a shared key containing 8 alphanumerical characters • your institution's IP Address or default IP address: 255.255.255.255 • an error callback URL or the default url: https://www.turnitin.com/api_error.asp	
Tip: The shared key is used during the plug-in installation process within Blackboard. We recommend making a note of the secret key once it has been entered for quick reference	
5. Click *Save* to finalize the Blackboard Basic configuration.	
6. Once the integration has been configured the code packages for Blackboard Basic will be available for download	
7. Click on the *Download* button to the right of the version of Blackboard your institution supports. Save the file in an easy to find location on the computer	

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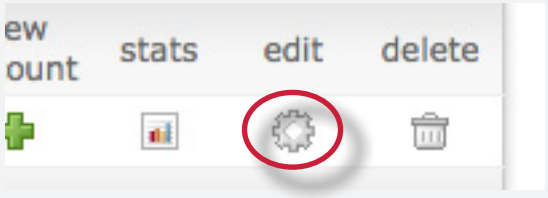
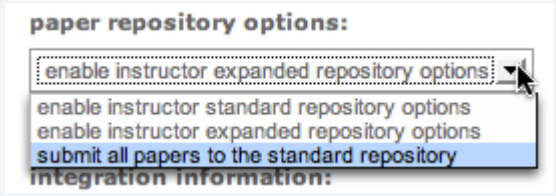
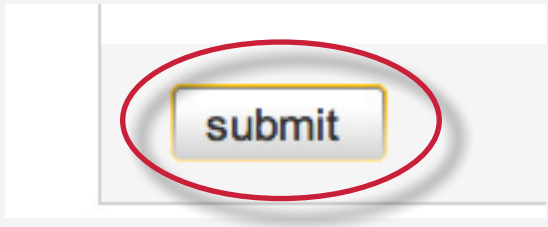
Paper Repository Options

The Turnitin administrator can select the paper repository options within their account to either allow instructors to have access to paper repository assignment options or choose to have all student papers submitted to the standard repository. The Turnitin administrator has three options: enable instructor standard repository options, enable instructor expanded repository options, or submit all papers to the standard repository.

Paper repository options:	
1. Login to Turnitin as the administrator and click on the *edit* icon to the right of the account name	
2. Select one of the three options from the *paper repository options:* enable instructor standard repository options, enable instructor expanded repository options, or submit all papers to the standard repository	
3. Click on *submit* in the bottom left corner of the account modification window to save any changes made	

Note: If *submit all papers to the standard repository* is selected from the *paper repository options* pull-down menu, all student papers submitted to the account will be stored in the standard paper repository. If *enable instructor standard repository options* is chosen instructors will be able to set the assignment option to either store student papers within the standard paper repository or to not store the papers in any repository. If *enable instructor expanded repository options* is chosen, instructors will be able to set an assignment options to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository and the institution paper repository.

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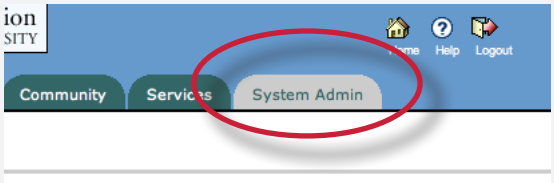
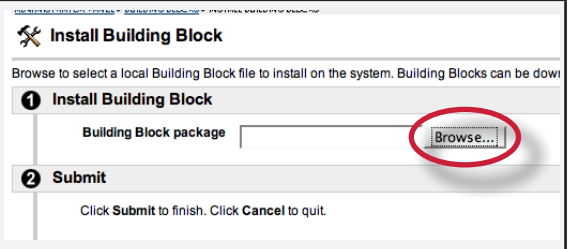
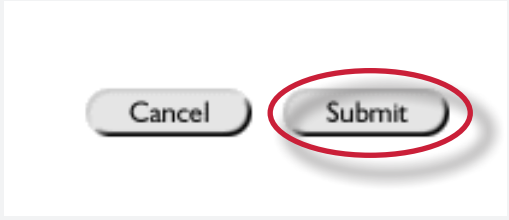
Installation & Configuration

For information on using the Turnitin Building Block as an instructor or student, please view the **Instructor** or **Student** Blackboard integration user manuals.

⚠ **Warning:** The Turnitin Building Block must be installed by the Blackboard administrator.

To install the Building Block, follow these steps:	
1. Log into Blackboard as an administrator user	
2. On the administrator home page, click on the *System Admin* tab	
3. On the System Admin page, click the *Building Blocks* link in the Blackboard Building Blocks Management section	
4. On the Manage Building Blocks page, click the *Install Building Blocks* button at the top of the page	
5. Click *Browse* and locate the Turnitin Building Block	
6. Click *submit* to install the Building Block	

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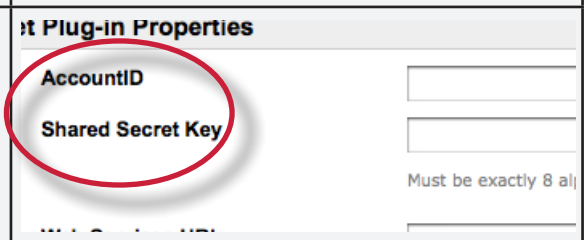
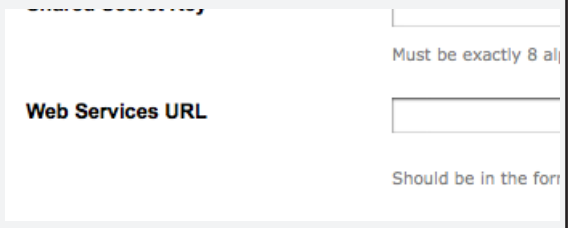
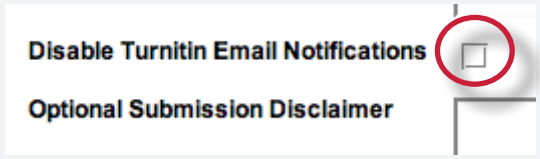
The Turnitin Building Block will appear on the list of installed Building Blocks. Next, the administrator must make the Building Block available so that it can be configured. This is accomplished from the Manage Building Blocks page.

From the manage Building Blocks page, select *Available* using the status pull down menu next to the Turnitin Building Block. After the Building Block is set to available and has been configured, instructors on the account can begin using the Turnitin assignment type in their courses.

Note: If the Turnitin Building Block is removed from available status, access to all Turnitin assignments and features for all users of the Building Block on the Blackboard installation will be disabled until the Building Block is returned to Available status.

To configure the Building Block, follow these steps:	
1. Click the *properties* button next to the Turnitin Building Block	
2. On the configuration page, enter the following required information: the Turnitin account ID, and the shared secret key*	
3. Enter the url your institution uses to access blackboard in the Web Services URL field. The url needs to be set to: http[s]://<URL to Blackboard>/ webapps/turn-plgnhndl-bb_bb60/ services/TiiBbWebService. For example, https://**blackboard.university.edu**/ webapps/turn-plgnhndl-bb_bb60/ services/TiiBbWebService	
4. (optional) To disable email notifications that are sent when students submit papers or create profiles on Turnitin through the Building Block, click the check box labeled *Disable Turnitin Email Notifications*	

*** - Note:** For information on how to set up your shared secret key please follow the steps on page 3.

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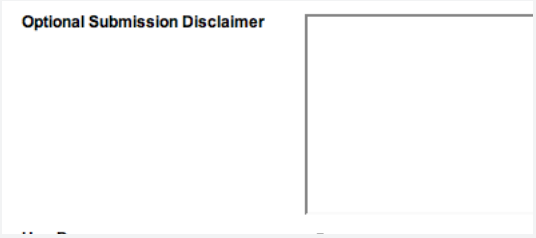
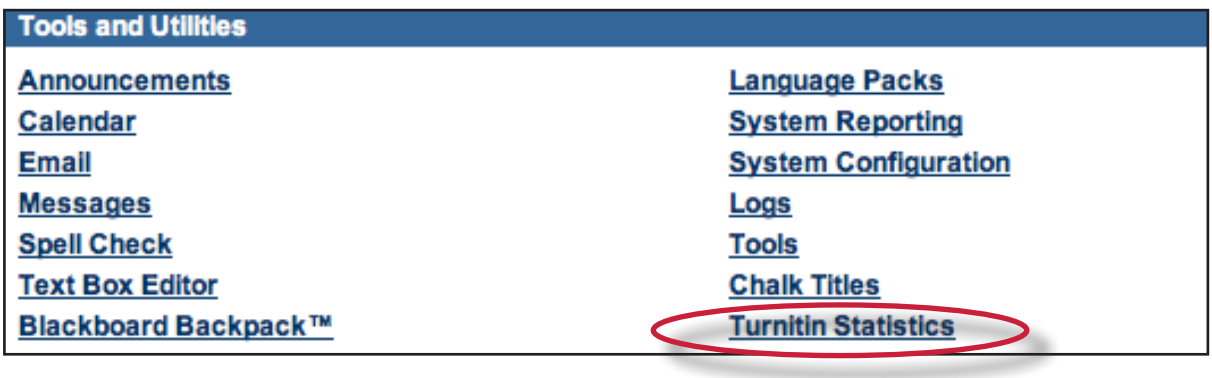
To configure the Building Block, follow these steps:	
5. (optional) To add a custom, text-only disclaimer that will be shown when users submit papers to Turnitin assignments through Blackboard, enter the text of the disclaimer in the *Optional Submission Disclaimer* field	
6. (optional) To use a proxy server for connections to Turnitin, select *Yes* under *Use Proxy* and provide the proxy connection information	
7. Click *submit* to save the configuration	

Viewing Account Statistics

Statistics are available for each account and instructor. Statistics tracked include:

- number of instructors joined to the account
- number of students enrolled in each class
- number of papers submitted to the account
- total Originality Reports generated with a breakdown by the overall similarity index

To display statistics for an account, click the *Turnitin Statistics* link in the *Tools and Utilities* section of the *System Admin* panel.



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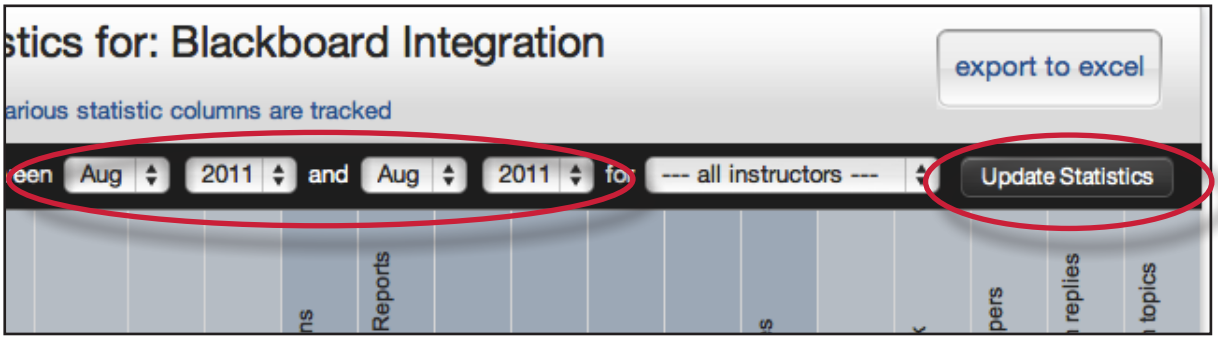
Statistic Views

The default view shows account statistics for the previous month for the account. To view statistics for a date range, select the starting month and then select the ending month and year for the date range from the date drop down menus. Click *Update Statistics* to view statistics for the selected range.



If a consortium level account is being used, sub-account information will be displayed. To view a sub-account, click on the account name. When viewing an account, instructors joined to the account will be shown. Clicking on an instructor's name will display stats for the instructor's classes.

Entries on the statistics page with a + symbol beside the instructor's name indicate that multiple instructors have accessed the Turnitin assignments for this course. The primary name listed is the instructor who first created a Turnitin assignment in a course. Place the cursor over the name of the primary instructor to view a list of all instructors who have accessed the Turnitin assignments for this course.

To download the account statistics in Microsoft Excel format, click the *export to excel* button.

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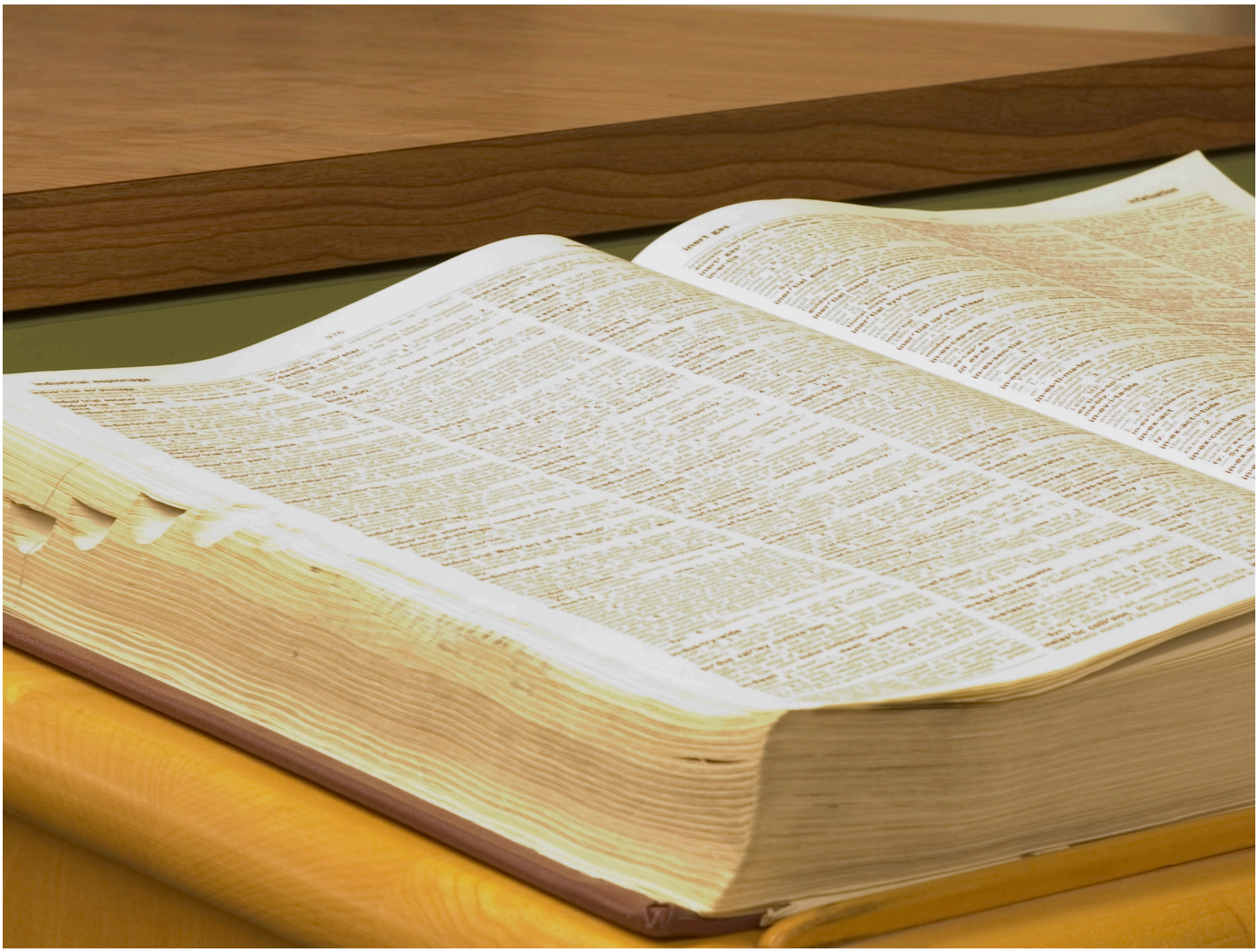

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Glossary

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Definitions

account - a Turnitin account allows instructors to use products purchased from Turnitin

account ID - the numeric identification number for a specific account or sub-account

administrator - the controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

building block - a building block is a set of files that can be installed on an institutions Blackboard server to allow users to create and access Turnitin assignments from within Blackboard

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password

class portfolio - the class portfolio page is the main view page of a student for a specific class

GradeMark - a digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

home page - the default login page, which is different based on the selected default user type of the user profile being accessed

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

internet archive - Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive

libraries - the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html

log in - the act of an authorized

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user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

product - a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer

proxy server - a proxy server is a server that stands between an institution's network and the internet. The proxy server passes requests from the institution's network to places on the internet and returns the responses from the internet to the institution's network

repository - a set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions

shared key - a shared key is the eight digit, alphanumeric code that an institution's Turnitin account administrator creates within the integration configuration page in Turnitin. The shared key is used to verify the integrity of requests sent from the Institution's Blackboard account to the institution's Turnitin account

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

user profile - the user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

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